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**REQUEST FOR PROPOSAL (RFP)**

**Re-advertisement**

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| To: All potential national vendors | DATE: September 10, 2020 |
| REFERENCE: RFP/2020/015 – SDG Financing |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **supporting to design and operationalize Integrated National Financing Framework in Mongolia**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **11:00am, Monday, September 21, 2020** (GMT+08, Ulaanbaatar time) and via email to:

bids.mn@undp.org

 Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

 UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

 **UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Soyongua Ganchimeg*

*Assistant Resident Representative (O)*

9/10/2020

**Annex 1**

**Description of Requirements**

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| --- | --- |
| Context of the Requirement | **Project:** “Rolling out an Integrated Approach to the SDG Financing in Mongolia”The Sustainable Development Goals (SDGs) are the most ambitious collective development endeavour attempted, requiring the world to equally ensure social governance, economic inclusion, and environmental protection by 2030. There is growing recognition of the need for more integrated approaches to financing, where public and private sources of finance contribute to sustainable development according to their specific characteristics. This is a central feature of the Addis Ababa Action Agenda (AAAA), which calls for the SDGs to be implemented through nationally owned sustainable development strategies, supported by integrated national financing frameworks[[1]](#footnote-1). ***Integrated national financing frameworks[[2]](#footnote-2)*** bring together financing and related policies most relevant to addressing a country’s financing challenges. Mongolia has taken important steps to accelerate SDGs implementation in policy and socio-economic areas. The Parliament recently approved a long-term development policy document-Vision-2050 replacing the Sustainable Development Vision-2030, and the revision to the Law on Development Policy, Planning and Management. According to the newly revised law, the Government shall develop and submit to the Parliament medium-term (5-year) national development guidelines by September 2020 and development programs by 2022 in alignment with the Vision-2050.The COVID-19 pandemic is adversely affecting the economic and social progress in the country. It is likely to have significant negative impact resulting in the real GDP contraction of 1.0 percent in 2020. This economic contraction is likely to decelerate the progress on SDGs implementation. Thus, putting available resources to best use and mobilizing all potential resources to accelerate implementation of SGDs is vital for the newly formed Government upon the general elections in June 2020. Since 2018, SDG-aligned budgeting initiative spearhead by UNDP Mongolia has been piloted in collaboration with the Ministries of Finance, Health, Environment and Tourism, and Education and Science to (i) strengthen the internal budget formulation processes by engaging policy departments to more closely participate in prioritization, budget formulation and planning; (ii) introduce processes, regulations and templates to require SDG-based justification of marginal budgets using logical framework and systemic approach; and (iii) enhance medium-term budget decision-making process by bringing forward some of the critical decisions over marginal budgets of ministries in the budget calendar.The UN Joint Programme “Rolling out an Integrated Approach to the SDG Financing in Mongolia” aims to contribute to improved alignment of financial resources with the national development policies, formulation of an integrated financing strategy, and building capacity of key stakeholders for the implementation of SDGs and their financing strategies.Under this UN Joint Programme, UNDP Country office will support the Government to design and operationalise an integrated national financial framework in Mongolia in the following process.1. INFF inception phase (Aug – Nov 2020)
	1. Establish oversight mechanism and working group
	2. Scoping exercise
	3. SDG prioritization and costing
	4. Agree the INFF roadmap
2. INFF development phase (Dec 2020 – Mar 2021)
	1. In-depth specific assessment and diagnostics
	2. Articulate financing strategy
	3. INFF formulation
 |
| Implementing Partner | UNDP  |
| Brief Description of the Required Services[[3]](#footnote-3) | The objective of this assignment is to provide support to design the INFF in Mongolia as described above under the Joint Programme.  |
| Pre-bid meeting | 11:00am; 16 September 2020 at UN House |
| List and Description of Expected Outputs to be Delivered | The expected outputs of the assignment are (i) INFF Scoping Report prepared (ii) INFF roadmap developed, (iii) INFF strategy formulated and (iv) Capacity in INFF development enhanced.With an international consultant, the consulting firm is expected to deliver the outputs through carrying out the tasks including but not limited to the following.***Output 1: INFF scoping report prepared***1. Carry out a scoping exercise for designing an INFF in Mongolia in accordance with the INFF inception phase guidance[[4]](#footnote-4):

***Output 2: SDGs prioritization and costing exercises**** 1. Identify an appropriate methodology to prioritize SDGs through desk review of international practices to identify targets and indicators that have the highest leverage, but need to be addressed urgently.
	2. Prioritize the SDG targets by applying the selected methodology.
	3. Review national objectives per these prioritized targets and the projection of the corresponding indicators.
	4. Carry out a costing exercise to assess financing needs to achieve the objectives per prioritized SDG targets.
	5. Estimate financing needs for the national development priorities based on the reconciliation of the results of different costing approaches (top-down, bottom-up etc.).
	6. Estimate the financing gaps based on quantified financing needs and estimations of available financial sources till 2030.

***Output 3: INFF roadmap developed**** 1. Develop an approach to designing and operationalizing the INFF specific to Mongolia, defining its objectives and added value over costs.
	2. Identify additional assessments and diagnostics needed with their purposes, scopes, and timelines.
	3. Outline timelines for designing the INFF and key milestones along the way.
	4. Produce an INFF roadmap and present it to the INFF oversight bodies.

***Output 4: INFF strategy draft formulated**** 1. Formulate the SDG financing strategy, ensuring that:
	2. Seek agreement on the INFF strategy by all relevant bodies and stakeholders and have it approved by the INFF oversight body.
	3. Adapt operational tools and support mechanisms for the implementation of INFF strategy, including monitoring and reporting system and secretariat functions.

***Output 5: Capacity in INFF preparation enhanced.**** 1. Provide support to strengthening capacity of key government agencies and non-government players in undertaking INFF inception and development including conducting capacity assessments:
 |
| Person to Supervise the Work/Performance of the Service Provider  | Project Manager |
| Frequency of Reporting | *Regular basis* |
| Progress Reporting Requirements | Required |
| Location of work | [ ]  Exact Address/es *[pls. specify]*[x]  At Contractor’s Location  |
| Expected duration of work  | Up to 7 months |
| Target start date  | September 2020 |
| Latest completion date | March 2021 |
| Travels Expected  | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Currency of Proposal | [x]  Local Currency - MNT |
| Value Added Tax on Price Proposal[[5]](#footnote-5) | [x]  must be inclusive of VAT and other applicable indirect taxes[ ]  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [ ]  90 days [x]  120 daysIn exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | [x]  Not permitted[ ]  Permitted  |
| Payment Terms[[6]](#footnote-6) |

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| Outputs | Percentage | Timing | Condition for Payment Release |
| Inception report with workplan | 10% of total payment | September 2020 | Within thirty (30) days from the date of meeting the following conditions:1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
2. Receipt of invoice from the Service Provider.
 |
| INFF scoping exercise report | 20% of total payment | 10 October 2020 |
| SDG prioritization and costing report | 20% of total payment |  5 November 2020 |
| Final INFF Roadmap report | 20% of total payment | 25 November 2020 |
| Final INFF Strategy | 30% of total payment | 15 February 2021 |

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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Programme Analyst |
| Type of Contract to be Signed | [x]  Purchase Order[x]  Contract for Professional Services  |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). **This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.** |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%)**[x]  Expertise of the Firm – 20%[x]  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 30%[x]  Management Structure and Qualification of Key Personnel – 50%**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider[ ]  One or more Service Providers, depending on the following factors |
| Annexes to this RFP[[7]](#footnote-7) | [x]  Form for Submission of Proposal (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3)[[8]](#footnote-8)[x]  Detailed TOR (Annex 4)[ ]  Others[[9]](#footnote-9)  |
| Contact Person for Inquiries(Written inquiries only)[[10]](#footnote-10) | *Procurement Associate**Bids.mn@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | n/a |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[11]](#footnote-11)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[12]](#footnote-12))***

 [insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Inception report with workplan | 10% of total payment |  |
| 2 | INFF scoping exercise report | 20% of total payment |  |
| 3 | SDG prioritization and costing report | 20% of total payment |  |
| 4 | Final INFF Roadmap report | 20% of total payment |  |
| 5 | Final INFF Strategy | 30% of total payment |  |
|  | Total | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component (MNT):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
| 1. Team Leader/Public Finance Expert
 |  | 160 working days | 1 |  |
| 1. National Finance Expert
 |  | 160 working days | 1 |  |
| 1. National SDG prioritization and costing expert
 |  | 45 working days | 1 |  |
| 1. National SDG prioritization and costing expert
 |  | 45 working days | 1 |  |
|  |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

## General Terms and Conditions for Services

**1.0 LEGAL STATUS**:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS**:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION**:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient (“Recipient”) of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser’s Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser’s prior written consent; and,

**13.2.2** the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

**15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

**16.0 SETTLEMENT OF DISPUTES**

**16.1** **Amicable Settlement**: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2** **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES**:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

1. **AUTHORITY TO MODIFY**:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

**Annex 4**

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| Project title:  | “Rolling out an Integrated Approach to the SDG Financing in Mongolia”[[13]](#footnote-13) (2020-2022) |
| Title of the post: | INFF inception and development |
| Type of contract:  | National institution |

1. **Background**

The Sustainable Development Goals (SDGs) are the most ambitious collective development endeavour attempted, requiring the world to equally ensure social governance, economic inclusion, and environmental protection by 2030. There is growing recognition of the need for more integrated approaches to financing, where public and private sources of finance contribute to sustainable development according to their specific characteristics. This is a central feature of the Addis Ababa Action Agenda (AAAA), which calls for the SDGs to be implemented through nationally owned sustainable development strategies, supported by integrated national financing frameworks[[14]](#footnote-14). ***Integrated national financing frameworks[[15]](#footnote-15)*** bring together financing and related policies most relevant to addressing a country’s financing challenges.

Mongolia has taken important steps to accelerate SDGs implementation in policy and socio-economic areas. The Parliament recently approved a long-term development policy document-Vision-2050 replacing the Sustainable Development Vision-2030, and the revision to the Law on Development Policy, Planning and Management. According to the newly revised law, the Government shall develop and submit to the Parliament medium-term (5-year) national development guidelines by September 2020 and development programs by 2022 in alignment with the Vision-2050.

The COVID-19 pandemic is adversely affecting the economic and social progress in the country. It is likely to have significant negative impact resulting in the real GDP contraction of 1.0 percent in 2020. This economic contraction is likely to decelerate the progress on SDGs implementation. Thus, putting available resources to best use and mobilizing all potential resources to accelerate implementation of SGDs is vital for the newly formed Government upon the general elections in June 2020.

Since 2018, SDG-aligned budgeting initiative spearhead by UNDP Mongolia has been piloted in collaboration with the Ministries of Finance, Health, Environment and Tourism, and Education and Science to (i) strengthen the internal budget formulation processes by engaging policy departments to more closely participate in prioritization, budget formulation and planning; (ii) introduce processes, regulations and templates to require SDG-based justification of marginal budgets using logical framework and systemic approach; and (iii) enhance medium-term budget decision-making process by bringing forward some of the critical decisions over marginal budgets of ministries in the budget calendar.

The UN Joint Programme “Rolling out an Integrated Approach to the SDG Financing in Mongolia” aims to contribute to improved alignment of financial resources with the national development policies, formulation of an integrated financing strategy, and building capacity of key stakeholders for the implementation of SDGs and their financing strategies.

Under this UN Joint Programme, UNDP Country office will support the Government to design and operationalise an integrated national financial framework in Mongolia in the following process.

1. INFF inception phase (Sep – Nov 2020)
	1. Establish oversight mechanism and working group
	2. Scoping exercise
	3. SDG prioritisation and costing
	4. Agree the INFF roadmap
2. INFF development phase (Dec 2020 – Mar 2021)
	1. In-depth specific assessment and diagnostics
	2. Articulate financing strategy
	3. INFF formulation
3. **OBJECTIVE**

The objective of this assignment is to provide support to design the INFF in Mongolia as described above under the Joint Programme.

1. **Scope of work**

The expected outputs of the assignment are (i) INFF Scoping Report prepared (ii) INFF roadmap developed, (iii) INFF strategy formulated and (iv) Capacity in INFF development enhanced.

With an international consultant, the consulting firm is expected to deliver the outputs through carrying out the tasks including but not limited to the following.

***Output 1: INFF scoping report prepared***

1. Carry out a scoping exercise for designing an INFF in Mongolia in accordance with the INFF inception phase guidance[[16]](#footnote-16):
	1. Review and assess current national development planning system, development strategies such as the Vision-2050, medium-term (5-year) national and local development guidelines, the Government Action Program, annual national and local development plans, and sectoral development programmes, if available.
	2. Collate all available information and assessments on the cost of achieving national sustainable development objectives. Analyse the extent and quality of coverage, including whether costing exercises have been embedded in the national development planning and budgeting processes and whether they cover all sources of financing.
	3. Assess the development financing landscape by (a) reviewing the already undertaken financial sector assessments and reviews on SDG implementation progress, including [DFA](https://www.undp.org/content/dam/rbap/docs/dg/dev-effectiveness/RBAP-DG-2018-Development-Finance-Assessment-Mongolia.pdf), [MAPS](https://mongolia.un.org/sites/default/files/2019-09/un_adb_maps_mongolia_report_eng_final-2.pdf), [VNR](https://www.mn.undp.org/content/mongolia/en/home/library/mongolia-voluntary-national-review-report-2019.html), [MPFMPR](http://documents.worldbank.org/curated/en/303421468000598092/pdf/96546-WP-PUBLIC-Box391458B-PEFA-final-version-with-cover.pdf), [SFRM](http://unepinquiry.org/wp-content/uploads/2018/11/National_Sustainable_Finance_Roadmap_of_Mongolia.pdf), IMF Article IV Consultations Reports, public expenditure reviews, public debt sustainability assessment, sector policy and program assessments, financial, banking and private sector development assessment etc.; (b) collating national databases (budget publications, statistics of Bank of Mongolia and National Statistical Office’s data) and international development finance databases (World Bank, OECD, IMF, UNCTAD etc.); (c) assessing the contributions of financial flows to national development policies through compiling and analysing data on investment in particular sectors and cross-cutting themes such as gender equality, climate adaptation and mitigation, and child-development and (d) identifying data and capacity gaps in the process of designing and operationalising the INFF.
	4. Assess existing and potential financial and non-financial risks that affect the needs and availability of financial resources for sustainable development, including the assessment of the extent to which such risk analysis is currently incorporated into formulation of national development and financial policies.
	5. Identify policy, institutional, and capacity binding constraints for financing for the sustainable development.
	6. Map all existing planning and financing policies and strategies, including revenue mobilization, public finance and debt management, public-private partnership, financial inclusion, financial and non-financial sector development, investment, capital account management etc., and identify financing instruments and policy tools that the government is actively using or has prioritised for development for short term. Collate information on financing targets or commitments that have been made and actors responsible for their implementation. Collate information about policy cycles and timelines and analyse policies’ contributions to sustainable development priorities and opportunities for enhanced coherence and better managing trade-offs.
	7. Map the institutions responsible for development financing policy and key non-government actors in each area of financing and identify relevant existing platforms for financing policy dialogue.
	8. Assess data sources of financing flows in terms of coverage and timeliness, and disaggregation by expenditure type (recurrent and capital), gender, sector, industry, location, development priorities etc.
	9. Assess whether the existing monitoring and evaluation frameworks of public sector, development partners, international finance institutions, and private sector can measure and inform impacts on or contributions of different financing flows towards national development goals/priorities.
	10. Identify a mechanism that could be used for reporting on the effectiveness of the INFF itself and establishing or incorporating monitoring of its effectiveness and added value to senior government leadership as well as to the public.
	11. Assess existing oversight and coordination mechanisms, including the National Committee for Sustainable Development, to further strengthen and identify entry points in existing policy cycles taking into account how the financing framework can be built into key policy cycles such as the national plan or medium-term budget framework.
	12. Prepare a report on the INFF scoping exercise findings and recommendations.
	13. Present the findings and recommendations of the scoping report to the oversight committee and consult on any additional assessment and diagnostics needed.

***Output 2: SDGs prioritization and costing exercises***

* 1. Identify an appropriate methodology to prioritize SDGs through desk review of international practices to identify targets and indicators that have the highest leverage, but need to be addressed urgently.
	2. Prioritize the SDG targets by applying the selected methodology.
	3. Review national objectives per these prioritized targets and the projection of the corresponding indicators.
	4. Carry out a costing exercise to assess financing needs to achieve the objectives per prioritized SDG targets.
	5. Estimate financing needs for the national development priorities based on the reconciliation of the results of different costing approaches (top-down, bottom-up etc.).
	6. Estimate the financing gaps based on quantified financing needs and estimations of available financial sources till 2030.

***Output 3: INFF roadmap developed***

* 1. Develop an approach to designing and operationalizing the INFF specific to Mongolia, defining its objectives and added value over costs.
	2. Identify additional assessments and diagnostics needed with their purposes, scopes, and timelines.
	3. Outline timelines for designing the INFF and key milestones along the way.
	4. Produce an INFF roadmap and present it to the INFF oversight bodies.

***Output 4: INFF strategy draft formulated***

* 1. Formulate the SDG financing strategy, ensuring that:
		1. It is an integrated roadmap with clear directions to fill the financial gap for the implementation of the SDGs, with set targets for each type of financing.
		2. It covers all types of financing sources, including public and private, domestic, and international as well as builds on policies to strengthen the four INFF building blocks.
		3. It aims to strengthen the result-based financing, including introducing MTEF into the budget planning, revenue mobilization, and impact investment into financial sector.
		4. It is LNOB (Leaving No One Behind) compliant and gender responsive.
		5. It engages all stakeholders throughout the strategy formulation process and reflects their opinion and feedback.
	2. Seek agreement on the INFF strategy by all relevant bodies and stakeholders and have it approved by the INFF oversight body.
	3. Adapt operational tools and support mechanisms for the implementation of INFF strategy, including monitoring and reporting system and secretariat functions.

***Output 5: Capacity in INFF preparation enhanced.***

* 1. Provide support to strengthening capacity of key government agencies and non-government players in undertaking INFF inception and development including conducting capacity assessments:
		1. Prepare training plan based on the assessment and develop training materials and manuals.
		2. Deliver training in a suitable format (on-the-job, group-based, online etc.,) in accordance with the training plan for the various parties including the INFF development working group, Ministry of Finance, National Development Agency, Bank of Mongolia, Financial Regulatory Commission, and other government agencies’ on INFF establishment and SDGs financing.
		3. Enhance and strengthen the capacity of the INFF development working group, Ministry of Finance, National Development Agency, Bank of Mongolia, Financial Regulatory Commission, and other government agencies on INFF establishment and SDGs financing.
		4. Organise domestic workshops to disseminate the findings of the scoping report, INFF roadmap and the INFF strategy.
		5. Prepare a publication of the INFF strategy.
1. **Consultant team**

The assignment shall be carried out by a legal entity (consultancy company, academic institution, NGO etc). Requirements for the **legal entity**:

* Must have professional experience in sustainable financing, development policy analysis, public finance, private sector development, strategic planning and budgeting.
* Adequate experience in projects comparable to the present assignment in terms of scope and complexity.
* The entity has necessary personnel at its disposal at all times to carry out the assignment in a timely manner;
* Experts must have proven knowledge and experience in their own fields.

The team shall consist of at least 4 people with following competencies:

* Team leader – public finance expert with good knowledge and experience of public policy, public finance or macroeconomic policy with at least 8 years of experience (1),
* Finance expert with at least 5 years of experience in the financial sector, financial market, and private sector development (1),
* Statistician or economist with at least 5 years of experience in statistics, social science, and/or development policy (2) to work on prioritization and costing exercise.

With the international consultant, **Team leader shall** (i) beresponsible for the overall preparation, coordination, and quality delivery of these tasks and lead and manage this assignment, (ii) develop the workplan to undertake this assignment with responsibility assignment matrix, (iii) provide the government counterparts the necessary capacity building e.g via workshops and trainings, and (iv) deliver reports in UNDP formats and quality standards and lead capacity building activities in coordination with technical expert.

1. **REPORTING ARRANGEMENT**

The team leader shall report to the Project Coordinator and work closely with the SDG project team, consultants, and the national counterparts.

All reports must be submitted to the UNDP Country Office and BRH SDG finance team (in English) and to the working group (in Mongolian).

1. **dELIVERABLES**

The ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis on mutual consultation. The final schedule will be agreed upon in the commencement of the consultancy assignment. All deliverables should be submitted to UNDP CO by the Consultant team for approval.

Table 1. Major deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| № | Item | Timeframe | Description |
| Reports |
| (i) | Inception report with workplan | September 2020 | Approach, methodology, and work plan with responsibility assignment matrix.  |
| (ii) | INFF scoping report | 05 October, 2020 | Review and initial assessment report |
| (iii) | Proposed methodology on undertaking SDG prioritization and costing exercises | 10 October, 2020 | Appropriate methodology and approach. |
| (iv) | SDG prioritization and costing report | 5 November, 2020 | Prioritized SDGs targets. Cost estimation per selected target.Financial needs, financial trend and gap analysis. |
| (v) | Draft INFF Roadmap | 25 November 2020  | Draft INFF roadmap, including the timeline for further in-depth assessments, SDG prioritization and costing, and INFF designing and operationalization.  |
| (vi) | Draft INFF strategy | 1 February 2021 | Draft INFF strategy covering all INFF building blocks. |
| (vii) | Final INFF strategy | 15 February 2021 | Final INFF strategy report having reflected all comments from the joint UN-Government committee and INFF working group. |
| Events |
| (i) | Initial meetings with national stakeholders, working group, DPs and IFIs  | 20 September, 2020 | Discuss international experience and appropriate approach for SDG prioritization and costing, INFF scoping, development, and operationalization. |
| (ii) | Workshop for Draft INFF Roadmap | 30 November 2020 | Disseminate and discuss the Draft INFF Roadmap ReportDiscuss needs and scope of in-depth specific assessment, gap analysis and diagnostic |
| (iii) | Working group discussion and workshop for Draft INFF strategy | 3 February 2021 | Discuss findings of in-depth specific assessment, gap analysis and diagnostics.Discuss the draft of INFF strategy. |
| (iv) | Final workshop for launching INFF strategy in Mongolia | 1 April 2021 | Disseminate and discuss final financing strategy. Discuss operationalization of building blocks of INFF |

1. **payment SCHEDULE**

Payments shall be made upon acceptance of deliverables as satisfactory.

Table 2. Payment milestone

|  |  |  |
| --- | --- | --- |
| Deliverable |   | Payment |
| Inception report with workplan |  | 10% |
| INFF scoping exercise report |  | 20% |
| SDG prioritization and costing report |  | 20% |
| Final INFF Roadmap report |  | 20% |
| Final INFF Strategy |  | 30% |

1. **Qualifications and Expertise**

**Team leader, public finance expert (160 working days)**

* Master’s degree or higher in the field of Finance, Economics or other relevant fields.
* At least 8 years of experience in the field of public policy, public finance or macroeconomic policy, strategic planning and budgeting; experience in public finance.
* Proven experience in advising government and/or UN development partner on Mongolia’s development policy, finance, or economics at a senior level.
* Experience in public policy reforms in close collaboration with central government agencies and ability to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders.
* Proven capacity to coordinate inter-ministerial coordination and cooperation and sharing of information between government agencies, and the private and NGO sectors.
* Fluency in written and spoken English and Mongolian.

**National finance expert (160 working days) - 1**

* Master’s or higher degree in Economics, Finance, or a related field.
* At least 5 years of professional experience in in the field of finance, private sector development, strategic planning and budgeting, capacity building and advisory services; experience in public finance.
* Good analytical and report writing skills.
* Fluency in written and spoken English and Mongolian.

**National SDG prioritization and costing experts (45 working days) - 2**

* Master’s or higher degree in Statistics, Economics, Mathematics, or a related field.
* At least 5 years of professional experience in the field of statistics, social science, public policy.
* Prior assignments of similar nature, complexity, and scope.
* Good analytical and report writing skills.
* Fluency in written and spoken English and Mongolian.
1. **Criteria for Selection of the Best Offer**

Combined Scoring method will be used, where the technical proposal will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Below is the breakdown of technical proposal scores.

* Proposed team management structure & qualification of the team members – 50%
* Proposed methodology – 30%
* Relevant work experience and expertise of the organization – 20%

Financial proposal shall include daily fee as well as other costs to be incurred, including travel costs, where relevant.

**Annex 1 of ToR**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight**  | **Max. Point** |
|
| **Technical criteria 1: Expertise of the organization**  |  | **20** |
| At least 2 years’ experience in conducting studies and/or providing consultancy services related to sustainable financing, development policy analysis, public finance, private sector development, strategic planning and budgeting. |   | 10 |
| Proven record of having successfully completed at least two similar assignments. |   | 10 |
| **Technical criteria 2: Qualifications of team members** |  | **50** |
| Team leader – Public finance expert |  | 20 |
| National finance expert |   | 10 |
| National SDG prioritization and costing expert - 1 |  | 10 |
| National SDG prioritization and costing expert - 2 |  | 10 |
| **Technical criteria 3: Proposed methodology** |  | **30** |
| A brief proposal describing the methodologies, work plan and timeframe  |   | 20 |
| Demonstration of quality assurance mechanisms and risk management  |   | 10 |
| **Technical Score** | ***70*** | **100** |

1. UNDP, Integrated Financing Solutions: How countries around the world are innovating to finance the SDGs, <https://v2.sdgfin.org/knowledge-hub/publications/> [↑](#footnote-ref-1)
2. [https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance\_ Inception%20Phase%20Module\_Working%20Draft\_20-January-2020.pdf](https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance_%20Inception%20Phase%20Module_Working%20Draft_20-January-2020.pdf) [↑](#footnote-ref-2)
3. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-3)
4. Integrated National Financing Frameworks: Inception phase. Working draft January 2020 <https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance_Inception%20Phase%20Module_Working%20Draft_20-January-2020.pdf> [↑](#footnote-ref-4)
5. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-5)
6. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-6)
7. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-7)
8. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-8)
9. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-9)
10. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-10)
11. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-11)
12. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-12)
13. For more information, see the Project Document [↑](#footnote-ref-13)
14. UNDP, Integrated Financing Solutions: How countries around the world are innovating to finance the SDGs, <https://v2.sdgfin.org/knowledge-hub/publications/> [↑](#footnote-ref-14)
15. [https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance\_ Inception%20Phase%20Module\_Working%20Draft\_20-January-2020.pdf](https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance_%20Inception%20Phase%20Module_Working%20Draft_20-January-2020.pdf) [↑](#footnote-ref-15)
16. Integrated National Financing Frameworks: Inception phase. Working draft January 2020 <https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance_Inception%20Phase%20Module_Working%20Draft_20-January-2020.pdf> [↑](#footnote-ref-16)